



NATIONAL FLOOD INSURANCE PROGRAM
FEMA MAP COORDINATION CONTRACTOR

(Requester Name and Address)

IN REPLY REFER TO:

Case No.: _____

Community: _____

Community No.: _____

316-REFUND

Dear _____:

This responds to your **(Date of Requester's Letter)**, request that the Federal Emergency Management Agency (FEMA) revise the National Flood Insurance Program (NFIP) map for the above-referenced community.

[USE FOLLOWING TO COMPLETE FIRST PARAGRAPH FOR FEE-EXEMPT REQUEST; FEE SUBMITTED AS CASHIER'S CHECK OR MONEY ORDER]

With your request, you submitted a cashier's check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- ☐ for the correction of a mapping or study analysis error,
- ☐ based on natural changes in the Special Flood Hazard Area/ based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded,
- ☐ based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA,
- ☐ based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area],

no fees are required. Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE FOLLOWING TO COMPLETE FIRST PARAGRAPH FOR FEE-EXEMPT REQUEST; FEE SUBMITTED AS CHECK]

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- ☐ for the correction of a mapping or study analysis error,
- ☐ based on natural changes in the Special Flood Hazard Area/ based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded,

(MCC Address, Telephone Number, and Fax Number)

(MCC Company Name), under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is a
Map Coordination Contractor for the National Flood Insurance Program

- ☐ based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA,
- ☐ based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area],

no fees are required. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, we will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

[USE FOLLOWING TO COMPLETE FIRST PARAGRAPH FOR FEE-EXEMPT REQUEST; FEE SUBMITTED BY CREDIT CARD]

With your request, you submitted a credit card payment in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- ☐ for the correction of a mapping or study analysis error,
- ☐ based on natural changes in the Special Flood Hazard Area/ based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded,
- ☐ based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA,
- ☐ based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area],

no fees are required. Therefore, a refund in the amount of **\$(Refund)** has been credited to your account electronically by the Fee-Charge System Administrator as of the date of this letter.

[USE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF PROCESSING FEE; FEE SUBMITTED BY CASHIER'S CHECK OR MONEY ORDER]

The correct review and processing fee for your request is [\$3,100/\$3,400/\$4,000/\$6,000]. Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF REVIEW AND PROCESSING FEE; FEE SUBMITTED BY CHECK]

The correct review and processing fee for your request is [\$3,100/\$3,400/\$4,000/\$6,000]. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, we will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

[USE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF REVIEW AND PROCESSING FEE; FEE SUBMITTED BY CREDIT CARD]

With your request, you submitted a credit card payment in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. The correct review and processing fee for your request is [\$3,100/\$3,400/\$4,000/\$6,000]. Therefore, a refund in the amount of **\$(Refund)** has been credited to your account electronically by the Fee-Charge System Administrator as of the date of this letter.

We are reviewing the remainder of your request package. When this review is complete, we will inform you of any additional information that may be required to complete the processing. After all technical information has been received and analyzed, the NFIP map may be revised, if appropriate.

If you have any questions regarding this matter, please call the Revisions Coordinator for your state, **(MCC Revisions Coordinator's Name)**, who may be reached, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,

MCC Contact's Digitized Signature

(MCC Contact's Name)

(MCC Contact's Title)

bcc: MT-TS-HS ChronMT-TS-HS
FCSA
MCC Case File